



MEMORANDUM

TO: College Administrative and Budget Department Managers
FROM: Joe Mazur, MS-CIS, CPA
Vice President, Business and Administrative Services
Soroush Maleki, EMPA
Executive Director, Fiscal and Accounting Services
DATE: April 16, 2026
RE: 2025-26 (FY26) Fiscal Year End Closing Deadlines

Shoreline College's last day of the 2025-26 (FY26) fiscal year is **Tuesday, June 30, 2026**. To ensure an organized and streamlined year-end closing process for the Financial Services department and concurrently allow campus offices, divisions, and departments to efficiently conduct business, please note the following deadlines:

Fri, May 1st by 5:00 p.m.

Purchase requests and Personal Services Contracts that require a Purchase Requisition must be created in ctclink. Allow six to eight weeks for delivery of merchandise, depending on the vendor. The State Administrative and Accounting Manual (SAAM), subsection 90.20.25.a, provides that "Goods and services must be received by June 30 to be included as an expenditure of the concluding fiscal year."

Wed, May 13th by 5:00 p.m.

Purchase Requisitions (PRs) for *new* FY2027 annual purchase orders must be created in ctclink. Please clearly mark "FY2027" in the "Comments" section of the purchase requisition and refer to the FY2027 annual purchase order number. FY2027 will be opened by the middle of April 2026, and you can start to work on PRs. **Please ensure that the Requisition Date, Accounting Date, and Budget Date (located under Distributions section under Budget Information Tab) are all set as 07/01/2026.**

Please note that even though the annual purchase order deadline is July 1, 2026, the departments can create new annual purchase orders throughout the new fiscal year when needed. Contact the Purchasing (purchasing@shoreline.edu) in such cases so we can assist and help you.

Fri, May 29th by 5:00 p.m.

Capital Projects invoices need to be approved and submitted to the Accounts Payable (accountspayable@shoreline.edu).

Fri, June 5th by 5:00 p.m.

The last day to use procurement cards (credit cards) for purchases. This ensures that all transactions incurred for this fiscal year will post and appear in the June monthly statements and recorded in the current fiscal year.

Procurement cards will be temporarily closed from Friday, June 5 – Tuesday, June 30, 2026.

If you need to make a purchase with a procurement card between June 5 and June 30, please contact Raisa Minchuk (Rminchuk@shoreline.edu; (206) 546 4513). The procurement card user's supervisor must submit the request and clearly explain why a purchase card is required during the closure period. We will review each request to determine if a procurement card is the most appropriate method. Please note that charges for purchases made during the temporary closure may be recorded in FY27.

Transactions must be posted by June 15, 2026. No procurement card transactions are allowed between June 16th and June 30th, 2026.

Procurement card reconciliations for the May 16 – June 15, 2026, billing cycle **must be submitted to the Purchasing Office, Building 1200 on or before Wednesday, June 24, 2026.**

Fri, June 5th by 5:00 p.m.

Unpaid invoices and payments due to the vendors for the FY26 must be submitted to the Business Office, Accounts Payable, Building 1200 or by email at Accountspayable@shoreline.edu by this date using an A19 voucher request form

Expense reimbursements to the faculties, staff, and Students (regardless of budget funding source, including professional development funds) must be processed in the Travel and Expense module in ctcLink using an [Expense Report](#).

Wed, June 10th by 5:00 p.m.

Travel Expense Reports must be submitted in ctcLink **immediately** upon return from travel status. **All reports related to the travels completed in June 2026 must be submitted in June 2026 with no exceptions.** Please inform us if there are any issues with your travel reporting in advance by emailing Travel@shoreline.edu so we can assist you as soon as possible.

Wed, June 10th by 5:00 p.m.

Any remaining orders for office supplies must be submitted to Staples and approved by the authorized approver to ensure delivery by Tuesday, June 30, 2026.

Wed, June 10th by 5:00 p.m.

Petty cash reimbursement requests for \$50 or less must be submitted at the Cashier Office, 5227. Beyond this date, no further petty cash reimbursement requests will be accepted until July 1, 2026.

Wed, June 10th by 5:00 p.m.

Receiving Confirmations and Equipment Inventory Reports forms (inventory sheets attached as applicable) must be delivered to the Business Office, Building 1200.

- Tue, June 30th by 3:00 p.m.** For any outstanding payments due to the college from any sources and agencies, including other state agencies, such as State Board of Community and Technical Colleges, State Universities and colleges, and private and individual entities and companies, please contact Accounts Receivable Coordinator, Shobha Malawarair (accountsreceivable@shoreline.edu; (206) 546-5804) and Controller, Kyoko Connolly (kconnolly@shoreline.edu; (206) 546-4675).
- Tue, June 30th by 4:30 p.m.** For all the payments due by the college to other public, private, and individual companies and entities, please contact the Executive Director of Fiscal and Accounting Services, Soroush Maleki (smaleki@shoreline.edu; (206) 546-4677,) and Controller, Kyoko Connolly (kconnolly@shoreline.edu; (206) 546-4675). These payments include amounts due to the college as well as those the college owes to various agencies and entities, such as state agencies, the State Board of Community and Technical Colleges, State Universities, and individual and private companies.

Year-End Expense Transfer Requests

All the expense transfers must be submitted to the Budget Office at Building 1200 or by email at SCCBudget@shoreline.edu. Due to the Year-End Closing process of accounting and budget mandates, **all non-grant expense transfer requests must be submitted to the Budget Office by Friday, July 10th**. Please note that the expense transfer requests submitted after July 10th will be recorded in FY27.

For all grant-related payroll transfers, requests must be submitted to the Budget Office by Monday, July 13th.

Please contact Soroush Maleki, Executive Director of Fiscal and Accounting Services (smaleki@shoreline.edu; (206) 546-6477) and Atsuko Donovan, Budget Analyst (adonovan@shoreline.edu; (206) 546-6926) if you have any questions regarding expense transfers, or if you are uncertain about particular funds carry over status, and or about the provisions of a particular grants or contracts.

Exceptions to the above deadlines may be made for reasons outside the control of college staff or to facilitate necessary travel. Requests for exceptions must be made in writing to Soroush Maleki at smaleki@shoreline.edu. Please understand that while we do our best to accommodate requests for good cause, internal processes may preclude the ability of our staff to do so.

Please note that as a result of the 2020-2024 Accountability Audit, effective May 1, 2025, the Business Office no longer accepts email or typed form approvals to process payments or other requests, for example, approval for suppliers' invoices, Credit Card Authorizations or Meals, Coffee, and Light Refreshment requests. Payment requests need to include the meta-data of the date the request was signed. Please use Adobe Sign to gather electronic approvals or send us scanned original documents with wet signature(s). Email approval is only accepted in case of an emergency, and not by default. An example of an emergency would be when individuals are traveling on vacation and are out of communication. The decision to accept an email approval will be made by the Executive Director and or the VP of Business & Administrative Services.

Thank you for your assistance and flexibility in helping us to perform these crucial year-end processes. If you have additional questions, please contact Soroush Maleki at smaleki@shoreline.edu, or Joe Mazur at jmazur@shoreline.edu.